

Tips to Avoid Common Mistakes when filling out your MSEI:

1. Use the SLEIS-reporting instructions located at [Minor Source Forms \(iowadnr.gov\)](http://iowadnr.gov).
2. Do not use outdated or old emission factors. The most up-to-date emission factors must be used for accurate emissions calculations. If you are referencing a previous inventory, double-check all emission factors as they may have changed since the last emissions inventory submittal.
3. Check the "Summary Reports" in the State and Local Emissions Inventory System (SLEIS) to verify the emissions estimates entered in SLEIS are correct. These reports can be found on the right hand side of the "Emissions Report" screen for the inventory year you are reporting.
4. Remember to complete data entry for the "Facility," "Release Points," "Control Devices," "Emission Units," and "Unit Processes" buttons prior to entering data in the "Process Emissions" button.
5. Use the "Report Attachments" button to include supporting documentation and calculations in the emissions inventory submittal. Please include all supporting documentation which was used to estimate emissions. Supporting documentation includes but is not limited to SDS, stack test summaries and reports, AP-42 citation, mass balance calculations, and any correspondence with DNR or other air pollution control agencies.
6. If higher control efficiencies are reported than what is given in the Control Efficiency Guidance Document (Appendix C), these control efficiencies must be verified by test data from an EPA-approved method. Please include supporting documentation of the test data, which confirms the reported control efficiency.
7. Make sure PM_{2.5} and Ammonia emissions are included when applicable. If PM₁₀ emissions are being reported, remember to also include emissions estimates for PM_{2.5}.
8. Use correct units of measure for emission factors and annual throughput. Units of measure need to correspond between emission factors and the annual throughput.
9. Remember to attach the small unit exemption justification document for all emission units which meet 567 IAC 22.1(2)"w." Please see page 6 of the Minor Source Emissions Inventory Instruction Booklet for a complete list of what needs to be included in a small unit exemption justification document.